

## HANDOUT #5

### XYZ Board Member Responsibilities

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As a board member of the XYZ , I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

#### **General Expectations:**

- Know the XYZ mission, goals, policies, programs and services
- Attend Board meetings in accordance with Board Attendance Policy
- Support the collective decisions of the Board of Directors with all due respect to individual opinions on such decisions.
- Actively participate on at least one committee
- Respond to board and committee emails and requests for feedback in a timely manner
- Provide leadership in determining organizational policy and in establishing long-term goals and objectives
- Provide advice and counsel for the Board where expertise exists, as appropriate
- Comply with Code of Ethics
- Suggest candidates for the Board and for committees
- Actively participate in or support the special events during each year of my term.
- Understand community issues and actively represent and be an advocate for XYZ in the community at large
- Respect the lines of authority and communication between the Board of Directors and XYZ agency staff.

#### **Fiduciary:**

- Be fully knowledgeable about the organization's financial resources, policies and operational procedures
- Exercise prudence and due diligence in overseeing the management of organization's financial resources
- Fully understand the legal and financial ramifications when voting on matters which impact the fiscal solvency of the agency

#### **Meetings:**

- Prepare for and fully participate in meetings and organizational activities
- Ask questions to gain full understanding of the issues under discussion
- Maintain confidentiality of Board and committee discussions
- Bring concerns to the Board's attention to ensure they are addressed

#### **Conflicts of Interest:**

- Annually sign a Conflict of Interest Statement
- In the course of meetings or activities, disclose any interests in a transaction or decision where they or any family members, employer and close associate would receive any benefit or gain.

- Avoid exposing the Board to any conflicts of interest
- Maintain objectivity and a sense of fairness and ethics
- Refuse gifts or favors from individuals or groups who do business with the organization or who may benefit from any decisions made by the Board

**Financial Commitment:**

- Annually make a specific financial commitment according to personal means and the *Board Member Financial Commitment Form*
- Actively support fundraising activities and strategies through personal involvement
- Open doors for soliciting contributions

I read and understand the level of commitment and participation expected of me as a Board Member of XYZ. In the event that I am not able to meet these expectations, I agree to notify the President of the Board of Directors and discuss others ways to fulfill my commitment, support and participation.

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Board Member Signature

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Date